

MINUTES

**WORKFORCE DEVELOPMENT BOARD &
CHIEF EXECUTIVE OFFICER'S BOARD
TUESDAY, JANUARY 26, 2011 - 8:00 A.M. - 10:00 A.M.**

The Barry/Branch/Calhoun Workforce Development Board and CEO Board met at 8:00 a.m. on January 26, 2011 at the RMTC (Regional Manufacturing Technology Center) in Battle Creek, Michigan. The following roll was taken:

WDB Present

Lynne Haley, Chair	Richard Frantz	Rocky Marsh
Mark O'Connell for Dennis Bona	Barbara Frederick	Kathy Rose
George Bratcher	Doyle Hayes	Brian Shaughnessy
Dwight Carattini	Anita Henderson	Robert Smith
Steve Claywell	James House	Douglas Voshell
Paul David	Colleen Knight	Vickie Ward
Beth Denbrock for Brion Ford	Daniel Labrecque	Bill Wolf
	Nancy Macfarlane	

WDB Absent

Denise Allsberry	Valerie Byrnes	Jack Faulkner
Cindy Burns	Robert Chojnowski	Kristin Royston

CEOB Present

Julie Camp	Howard Gibson	Rod Olney
Linda Fronczak	Don Nevins	

CEOB Absent

n/a

Staff

M.J. Bruns	Christie Green	Lisa Larson
Joan Bujdos	Lindy Hoffman	Angena Morris
Mike DeBoer		

NEW MEMBER INTRODUCTIONS

Dr. Haley introduced the following new Board members:

- Steve Claywell, IBEW Local 445, Organized Labor
- Douglas Voshell, Battle Creek Unlimited, Economic Development

INTRODUCTION OF VISITORS & GUESTS

MiChelle Fowler, Michigan Works!/HRDI
Rachel Hazelworth, Great Lakes Home Health
Mike Hoffner, Branch ISD
Jerry Mainstone, Goodwill Industries
Vicci Marson, Michigan Works!/Branch Co. WIA Youth
Robin McVeigh, Michigan Works/FBR
Amy Roller, Great Lakes Home Health
Nicho Sanchez, Michigan Works!/JET Program
Will Slone, Michigan Works!/HRDI
Ashley Thomson, KPEP/MPRI
Maria Tritch, Goodwill Industries

SPECIAL ORDER OF BUSINESS

Dr. Haley advised that the CEO Board would meet following the regular Board Meeting to elect officers and vote separately on the Special Order of Business Items and Action Items. She asked for a motion from the Workforce Development Board for consent agenda to approve Special Order of Business Items A through E. She explained the usual procedure whereby one motion takes place for all action items, followed by reports and discussion, with final approval taking place after discussion.

Motion was made for a consent agenda to approve the Special Order of Business Items A through E.

Motion by: Rose
Supported by: Macfarlane
Motion carried

- Item A - Approval of Agenda
- Item B – Approval of November 16, 2010 WDB/CEO Board Minutes – Exhibit A
- Item C – Approval of Treasurer’s Report – Exhibit B-1 Expenditures of \$48,164.64 through 12/31/10 are on target with total budget of \$99,498.00.
- Item D – Approval of 2010-11 Workforce Development Funding in the amount of \$10,927,468 – Exhibit B-2
- Item E – 2009-10 Annual Audit – Exhibit B-3 - No findings.

Recognition of Outgoing Board Members:

Bruce Griffith, who was not in attendance, retired from the State of Michigan in December and has therefore resigned from the Board. He was recognized with a certificate for his service on the Board, representing DELEG since 2006, and for his involvement on the Job Market/Employer Involvement Committee.

Also recognized, and not in attendance, was Mark Costa for his service on the Board since November 2010.

Staff will ensure that the above members receive their certificate of appreciation.

The following nominees for Alumni of the Year were given recognition by the Board:

- Amy Roller, who is employed by Great Lakes Home Health & Hospice in Jackson, was nominated by staff from the Calhoun Intensive & Training Program.
- Tiffany Wozniak is employed by Goodwill Industries in Coldwater and was nominated by Branch JET staff.
- M.J. Bruns advised that William Pond received the 2011 Alumnus of the Year for our Michigan Works! area. He and his employer, Family Farm & Home in Battle Creek, were recognized on January 25 at a legislative event in Lansing. William was nominated by the Calhoun JET Program staff.

BRIDGES OUT OF POVERTY PRESENTATION

Dr. Haley announced that following the Board Meeting a *Bridges out of Poverty* presentation will be given by Jerry Mainstone. She welcomed members to stay afterward for the presentation, which would begin at 10:00am.

ACTION ITEM RECOMMENDATIONS

Dr. Haley asked for a motion for consent agenda to approve Agenda Action Items A, B and C (Membership Committee Report, Planning & Development Committee Report, Job Market/Employer Involvement Committee Report). She noted the usual procedure whereby one motion takes place for all action items, followed by reports and discussion, with final approval taking place after discussion.

Motion was made for a consent agenda by the WDB to approve Action Items A through C.

Motion by: Bratcher

Supported by: Knight

MEMBERSHIP COMMITTEE REPORT – EXHIBIT C

Membership Committee Chair Colleen Knight referred the Board to the Revised Exhibit C handout showing the recommendation of Beth Denbrock, Mary Chapman, and Adam Butters to the Workforce Development Board and the recommendation of Omar Alston as Co-Chair on the MPRI Steering Team.

The Board was also referred to the plan to fill the current vacancies.

PLANNING & DEVELOPMENT COMMITTEE – KATHY ROSE– EXHIBIT D

Committee Chair Kathy Rose referred the Board to Exhibit D for the following Planning & Development Committee recommendations:

1. Funding Timeline Extension - for the Reemployment Service, National Career Readiness and TAA Case Management grants to March 31, 2011
2. Michigan Works! System Plan – approval for the plan including recertification of the One-Stop partnership through 12/31/11
3. Actual JET Allocation & Plan - approval of the final FY 2011 JET Allocations & Plan
4. Toda America Mega Grant Funding Modification - approval for modifications to the Toda America Mega Grant funding approved in November 2010 to reflect the true plan to meet the employer’s needs
5. MPRI Housing RFP Recommendation - approval for the recommendation of the Foundation for Behavioral Resources for the MPRI Housing contract
6. Final Recommendations for Release of Employment Service, WIA Core and Intensive & Training RFPs – approval of recommendations as outlined
7. Intensive & Training Funds Transfer Recommendation - recommendation for approval to transfer funds from the Dislocated Worker Program to the WIA Adult Program
8. Recommendation for Additional ARRA Funds - recommendation for approval of \$145,769 in additional ARRA Funds to be distributed for Core Services and Essential Work Skills curriculum
9. FAE&T Funding Update Recommendation – The Board was referred to a handout explaining that Michigan Works! agencies were directed by DELEG to cease statewide operations and expenditures for the Food Assistance Employment and Training Program on January 18, 2011. M.J. Bruns advised that the cessation is a result of DHS and DELEG not being able to reach a joint agreement. There is nothing official, but discussions are taking place for positive resolution to continue the program. About 45 participants in our MWA are affected by this action.
10. Ratification of ES RES Admin Funds Transfer – Staff identified a portion of CISD Administrative funds that could be released to our “white collar” (ARRA Reemployment Service) program contractor, KCC. A request was made to the Executive Board for the transfer of \$4,600.

JOB MARKET/EMPLOYER INVOLVEMENT COMMITTEE – EXHIBIT E

Committee Chair Doyle Hayes advised that the Job Market/Employer Involvement Committee met on January 14 and recommended approval of the 2011 Occupations in Demand Document and the Employability Skills Inventory, as detailed in Exhibit E. The Employability Skills Inventory was revised to include an additional column with information regarding specific physical skills that are needed to perform various jobs. Robert Smith advised that Michigan Rehabilitation Services (MRS) can assist individuals who may have physical conditions, injuries or short-term disabilities that would keep them from performing certain jobs.

Hayes advised that he has an electronic document that he can share with the Board that provides a summary of workforce training in Michigan.

The committee was updated on the names of employers that the Business Services Team has been working with. It was noted that overall job openings are increasing.

The committee also discussed plans to attend the February 16 meeting of the Career Development Committee, a subcommittee of the Education Advisory Group, which is comprised of school counselors. M.J. Bruns advised that she will forward more information about details of the meeting.

PLANNING & DEVELOPMENT COMMITTEE DISCUSSION – EXHIBIT D-1

Entrepreneurial Assistance Program Grant

This is regarding a grant submitted to DELEG by the Generation E Institute (Center for Entrepreneurship) to support growth of entrepreneurial programming throughout the MWA.

WorkKeys & Key Train Update

Provides a progress report regarding WorkKeys and KeyTrain usage among contractors throughout all three counties during October and November 2010.

Boards of Excellence

The Committee was informed that the Council the Council for Labor & Economic Growth (CLEG) has charged its Maximizing System Effectiveness and Innovation Committee with developing “continuous improvement” policies on behalf of CLEG. Staff advised that a *draft* policy has been issued, outlining the criteria for becoming Board of Excellence certified. Full details on the Attributes of Excellence Criteria were included in Exhibit D-1 of the Board Book. M. J. Bruns advised that this *draft* policy was reviewed with the Committee, but would be shared with the full Board once it is official.

MONITORING & EVALUATION REPORT – EXHIBIT E-1

In the absence of Committee Chair Robert Chojnowski, M.J. Bruns directed the Board to Exhibit E of the Board packet for a summary of the following monitoring reports:

1. Contract Performance Information
2. Staff Contractor Monitoring Update – highlights of staff contract monitoring during November and December 2010
3. DELEG FY10 Final JET Report – highlights from statewide JET report from October 1, 2009 to September 30, 2010.
4. DELEG FY 11 JET Reports – highlights from statewide JET reports from October 1, 2010 to November 30, 2010

5. DELEG First Quarter FY10 WIA Report – WIA Program performance information from July 1, 2010 to September 30, 2010
6. DELEG FY10 Trade Report – TAA Program performance information from October 1, 2009 to September 30, 2010
7. DELEG 2010 Cycle III On-Site Monitoring Report – regarding monitoring that took place November 15-19, 2010. Final response was received from DELEG, with no further corrective action required.
8. DELEG 2010 Cycle I On-Site Monitoring Visit – summary of topics to be covered during DELEG on-site monitoring March 7-11, 2011.
9. Year-End Mystery Shopper Report – summary of the overall satisfaction ratings per service center during the past year. The report cited Marsha Grafft in Battle Creek for providing additional information to a job seeker during an on-site visit, and the Hastings service center was noted for having six or more outstanding ratings over the past five years.

EDUCATION ADVISORY GROUP – EXHIBIT G

EAG Chair Mike Hoffner gave an update on some recent EAG activities, as provided in Exhibit G:

- A regional Professional Development Day was held for CTE teachers from Barry, Branch and Calhoun counties to focus on marketing CTE programs and review current grading practices.
- TRAC Monitoring Visit will take place for our region on March 23 and 24 to evaluate our area’s Career and Technical Education (CTE) Programs.
- Different models for providing Educational Development Plans are being reviewed. The Career Cruising model appears to be getting the most positive feedback at this time.
- Branch Area Careers Center (BACC) is collaborating with three local schools in Branch County to implement an Algebra II class at the Career Center in the fall.
- BACC will be retesting all seniors on the Work Keys assessment from January 31 to February 4, with a goal to increase the number of students who earn a National Career Readiness Certificate.
- BACC will host an open house on January 23.

CITIZENS TIME

Robin McVeigh of the Foundation for Behavioral Resources expressed appreciation for FBR being awarded the MPRI Housing contract.

MEMBERS TIME

George Bratcher commented that, in the past, information used to update the Occupations in Demand list was generally not up to date and includes training for jobs that do not exist in our area. He said he is curious about what we are trying to accomplish with job training if the data is not accurate. Doyle Hayes stated that in recent years input has been received from area employers and that several Job Market/Employer Involvement Committee members are local employers who have been providing relevant information.

He said the committee has made an effort to maintain current local information when updating the documents.

Robert Smith asked if there is information available about the types of local occupations for which we are providing training. M.J. Bruns stated that the Occupations in Demand document includes basic statewide data, and it is then localized with information from area employers, contractors and Board members. Doyle Hayes added that through the Business Services Team we have current information about companies that are closing or have specific needs. It was also noted that the Board adopted a waiver policy to ensure that specific training can be provided that may not be included on the list.

George Bratcher was asked to share some comments about a recent article he wrote for the Battle Creek Enquirer regarding downtown development. He said there are a lot of good things happening downtown and stressed the need for strong job centers and governmental bases. He stated that there may be an opportunity to re-develop downtown Battle Creek based on potential jobs in the food industry. He also stated that neighborhood clean-up efforts need to be established.

Kathy Rose announced her recent engagement

PRESIDENT'S TIME

Dr. Haley noted the following committee appointment:

- James House – Monitoring & Evaluation Committee

She also reminded Board members that there is still one day left to submit nominations for the Elaine Furu-Baker Flynn Legacy Award, which will be announced on February 10.

The next WDB/CEOB Meeting is March 23, 2011 at the Regional Manufacturing Technology Center in Battle Creek.

ADJOURNMENT

There being no other business, the meeting was adjourned at approximately 9:15 a.m.